

Section 7.1: Meal Component Requirements

The requirements of the CACFP Adult Meal Patterns were designed to assure that the nutritional needs of participants are met. The meal pattern specifies the types (components) and amounts (portion sizes) of food that must be offered to be eligible for reimbursement. Programs participating in the CACFP must serve meals to all enrolled participants:

Arizona Department of Education CHILD & ADULT CARE FOOD PROGRAM - MEAL PATTERN FOR <u>ADULTS</u>			
MEALS	Required Components	Serving	Food Components
BREAKFAST (Serve all 3 components) Centers operating an Offer Versus Serve (OVS) Program must <u>offer</u> all of the required components; however, OVS-participants may decline any (1) serving during breakfast	1 milk 1 fruit/vegetable 2 grains/bread ²	1 cup 1/2 cup total 2 slices 2 servings 1 1/2 cups 1 cup	fluid milk and juice ¹ , fruit and/or vegetable and bread or cornbread, or biscuits, or rolls, or muffins or cold dry cereal, or hot cooked cereal, or pasta, or noodles, or grains
LUNCH (Serve all 4 components) OVS-participants may decline any (2) servings during lunch	1 milk 2 fruits/vegetables 2 grains/bread ² 1 meat/meat alternate	1 cup 1 cup total 2 slices 2 servings 1 1/2 cups 1 cup 2 oz. or	fluid milk and juice ¹ , fruit and/or vegetable and bread or cornbread, or biscuits, or rolls, or muffins or cold dry cereal, or hot cooked cereal, or pasta, or noodles, or grains and lean meat, poultry, fish, alternate protein product, or cheese or any of the following: 1 egg, or 1/2 cup cooked dry beans or peas, or 4 tbsp. peanut or other nut or seed butter, or 1 oz. nuts and/or seeds ³ , or 8 oz. yogurt
SUPPER (Serve all 3 components) OVS-participants may decline any (2) servings during supper	2 fruits/vegetables 2 grains/bread ² 1 meat/meat alternate	1 cup total 2 slices 2 servings 1 1/2 cups 1 cup 2 oz. or	juice ¹ , fruit and/or vegetable and bread or cornbread, or biscuits, or rolls, or muffins or cold dry cereal, or hot cooked cereal, or pasta, or noodles, or grains and lean meat, poultry, fish, alternate protein product, or cheese or any of the following: 1 egg, or 1/2 cup cooked dry beans or peas, or 4 tbsp. peanut or other nut or seed butter, or 1 oz. nuts and/or seeds ³ , or 8 oz. yogurt
SNACK (Serve any 2 of the 4 components listed) OVS-not applicable during snack; traditional meal pattern required	<u>CHOOSE 2 OF THESE 4</u> 1 milk 1 fruits/vegetables 1 grains/bread ² 1 meat/meat alternate	1 cup 1/2 cup total 1 slice 1 serving 3/4 cup 1/2 cup 1 oz. or	fluid milk or juice ¹ , fruit and/or vegetable or bread or cornbread, or biscuits, or rolls, or muffins or cold dry cereal, or hot cooked cereal, or pasta, or noodles, or grains or lean meat, poultry, fish, alternate protein product, or cheese or any of the following: 1/2 egg, or 1/4 cup cooked dry beans or peas, or 2 tbsp. peanut or other nut or seed butter, or 1 oz. nuts and/or seeds ³ , or 4 oz. yogurt
¹ Fruit or vegetable juice must be full-strength. ² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ³ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill lunch or dinner requirements.			

High Fat / High Sugar Items: CACFP promotes nutritious meals served to participants while in care. Institutions participating in CACFP must ensure no more than two high sugar items and no more than two high fat items are served per week. High sugar items may be served only during breakfast or snack. High fat items may be served during lunch and supper. High sugar/high fat products include, but are not limited to:

Low-quality, high-fat food items
(Greater Than 35% Total Calories From Fat)

Croissants	Sausage/bacon	Hot Pockets	Corn dogs
Hot dogs	Bologna	Tater tots	Tortilla chips/Potato Chips
Salami/Pepperoni	Chicken Nuggets/Patties	Fish Sticks Nuggets/Shapes	French fries (oven-baked, homemade potato wedges are not high fat)

This list is to be used for reference and is not all inclusive
Excessive High Fat items will result in meal disallowances.

High-sugar food items
(Greater Than 35% Total Sugar By Weight)

Cereal bars	Vanilla Wafers	Donuts	Brownies	Cookies	Pop Tarts
Granola Bars	Rice Krispie Treats	Quick Breads/ Muffins	Gelatin/Jell-O	Cinnamon Rolls/Danish	Cake/Cupcake
Custard/ Pudding	Toaster Pastries	Flavored Milk, including chocolate		High Sugar Breakfast Cereals	

This list is to be used for reference and is not all inclusive
Excessive High Sugar items will result in meal disallowances.

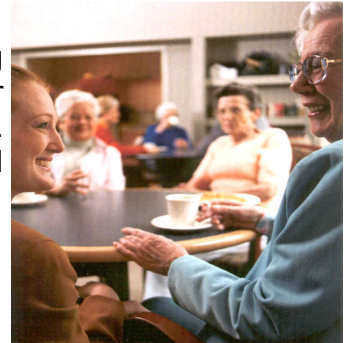
Even though many items identified above are not reimbursable, such items frequently appear on menus. CACFP encourages the use of seasonal fresh fruits and vegetables, whole grain products and high quality proteins.

If you purchased an item that is listed in the tables above and you feel that item is within CACFP guidelines, refer to the nutrition calculator on the next page. If that product is within CACFP guidelines (based on the results provided on the online nutrition calculator), print a copy of the results page, and attach a copy of the original products container, and keep in your files for review purposes.

Arizona CACFP Nutrition Calculator

This calculator is provided to assist day care centers, in-home providers, and sponsoring organizations in determining whether food items meet the Arizona CACFP Fat and Sugar Standards. CACFP allows no more than two high sugar and/or two high fat items per week. To access the online calculator, go to: <http://www.ade.az.gov/cacfpnutritioncalculator> and follow these instructions.

- Complete Steps 1, and 2: Enter requested information in the drop-down menus provided;
- Complete Step 3: Read the disclaimer. Check the box if you agree.
- Finally, click the "Evaluate" button to see the results.



What type of test do you need to perform (you first select below "High Fat" or "High Sugar")?

High Sugar

- Use the "High Sugar" test if you know the "Sugar per Serving" and "Serving Size" information.
- Use the "High Fat" test if you know the "Calories from Fat" per serving and the "Calories per Serving" information.
- Use the "High Fat (no Calories from Fat)" test if you know the "Total Fat" and the "Calories per Serving" information.



TEST FOR "HIGH SUGAR"

Serving Size (g): 30

Sugar Per Serving Size (g): 1

Nutrition Facts			
Serving Size 1 cup (30g)			
Children Under 4 ¾ cup (20g)			
Servings Per Container about 18			
Children Under 4 about 28			
Amount Per Serving		with 1/2 cup skim milk	Cereal for Children Under 4
Calories	110	150	70
Calories from Fat	15	20	10
% Daily Value**			
Total Fat 2g	3%	3%	1g
Saturated Fat 0g	0%	3%	0g
Trans Fat 0g			0g
Polyunsaturated Fat 0.5g			0g
Monounsaturated Fat 0.5g			0g
Cholesterol 0mg	0%	1%	0mg
Sodium 210mg	9%	12%	140mg
Potassium 200mg	6%	12%	130mg
Total Carbohydrate 22g	7%	9%	15g
Dietary Fiber 3g	11%	11%	2g
Soluble Fiber 1g			0g
Sugar 1g			1g
Other Carbohydrate 18g			12g
Protein 3g			2g



RESULTS:

YOUR ITEM CONTAINS 3.3% SUGAR WHICH IS WITHIN CACFP GUIDELINES.

Disclaimer



I have read and agree with the following:

I hereby certify that I am responsible for the accurate input of information to determine if a product meets the Arizona CACFP Nutrition Standards. I understand that the Arizona Department of Education does not collect or maintain any information submitted or entered into the Arizona CACFP Nutrition Calculator. I agree the Arizona Department of Education is not responsible for the inaccurate input of information into the Arizona CACFP Nutrition Calculator by its users. I am solely responsible for the information and the results generated by my input into the Arizona CACFP Nutrition Calculator. I understand I may not modify or alter the information provided by the Arizona CACFP Nutrition Calculator.

Section 7.2: Offer vs. Served

The U.S. Department of Agriculture implemented an alternate meal pattern for adult day care centers in August 1993. The plan has an *optional* Offer Versus Serve (OVS) component to provide flexibility for those with lower caloric needs. This meal pattern meets approximately one-third of the daily RDA.

The OVS is a provision to be implemented at the discretion of the day care center. The intent is to reduce plate waste by allowing participants to choose only those foods they wish to consume. Over time, centers will be able to reduce the amount of food that they purchase by observing their clients' food preferences.

If a center chooses OVS, all of the servings of the components in the meal pattern must be offered. However, the adult participant may decline one serving during breakfast and up to two servings at lunch and supper. Snack will remain the same. Participants are not required to refuse food items. Assistance in meal component selection may be necessary in order to provide well-balanced meals.

Centers with vendors or pre-plated meals systems may offer items such as cartons of fluid milk or individually wrapped bread, rolls or crackers. OVS may not be possible in all cases since not every pre-plated meal allows the option of declining or taking a small portion of any one or two of the required food items. Again, OVS is an option provided to the center; the meal pattern is not optional. Offer vs. Served will not affect the rate of reimbursement.

The OVS meal pattern is as follows. Breakfast requires four components, lunch requires six components and supper requires five components. Snack remains the same as the traditional meal pattern (any two of the four meal pattern components).

BREAKFAST	LUNCH	SUPPER
1 Milk serving 1 Fruit/Vegetable serving 2 Bread servings	1 Milk serving 2 Fruit/Vegetable servings 2 Bread servings 1 Meat serving	0 Milk servings 2 Fruit/Vegetable servings 2 Bread servings 1 Meat serving
OVS - May decline any one (1) serving	OVS - May decline any two (2) servings	OVS - May decline any two (2) servings

Section 7.3: Component Requirements

The following requirements must be met in preparing a creditable meal. For further information on creditable and non-creditable food items, please refer to:

- The CACFP Credible Foods Guide at <http://www.ade.az.gov/health-safety/cnp/cacfp/child/Interest.asp>.

Meat/Meat Alternate

- Must be offered at lunch and/or supper and may be served as one of the two required components for snack.
- May include but not limited to lean meat, fish, poultry, cheese, egg, yogurt, cooked dry beans/peas, peanut butter, other nut or seed butters.
- Peanut butter meets only 50% of the required portion for lunch and or supper.
- Dry beans or peas may count as a meat/meat alternate or vegetable/fruit requirement, but not both in the same meal.
- Frankfurters cannot contain meat-by-products (pork stomachs, snouts, tripe, hearts, tongues, fat, fatty tissue, lips, weasand [wind-pipe] and spleen), variety meats, cereals, binders or extenders (cereal, dried milk, isolated soy protein, sodium caseinate, dry or dried whey, whey protein, soy flour, soy protein, starchy vegetable flour, vegetable starch, wheat gluten, tapioca, and dextrin).
- Commercially prepared food products must be CN-labeled or a product analysis sheet must be obtained from the food manufacturer to determine the meat/meat alternate contribution toward the meal pattern.
- Cottage cheese, cheese food or cheese spread must be served at twice the quantity as natural or processed cheeses.

Fruit/Vegetable

- Breakfast must contain one serving of fruit or vegetable.
- May be served as one of the two required components for snack.
- Fruit juice must be 100% full strength. Best practice is to limit juice to two times per week.
- Juice may not be served if milk is the only other component.
- Lunch/supper must contain two servings of fruit and/or vegetable from two different sources. Best practice is to always serve one fruit and one vegetable.
- Combination fruit or vegetable dishes count for one fruit or vegetable component.
- Dry beans or peas may count as a vegetable requirement or meat/meat alternate, but not both in the same meal.
- Lettuce must be accompanied with another fruit or vegetable.

Grains/Breads

- Must be served at breakfast, lunch and/or supper and may be served as one of the two required components for snack.
- Must be served as an accompaniment to or a recognizable integral part of the main dish and not merely as an ingredient.
- May include but not limited to rolls, muffins, cornbread, biscuits, cooked or cold dry cereal, pasta, noodle products, or cereal grains.
- Bread alternates high in sugar and fat must be limited to two times a week and may only meet the grain requirement for breakfast or snack.
- Cereals must be whole grain, enriched or fortified.
- Grain/Breads must be made from whole grain or enriched meal flour.

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Reading Food Labels: When searching for whole grain items, begin by examining the food label. The first ingredient listed on the label will indicate what the main ingredient that was used in making the product. Consider the example below: the first ingredient listed on the label cites, "Made With Whole Wheat Flour" therefore, the bread is primarily made from "Whole Grain."



If the ingredient list says "Bleached" flour, "Enriched" flour, or "Wheat Flour, it's just colored "White Bread" and is not a whole grain item. Some labels will say only "Wheat Flour," which contains a small percentage of whole wheat. If a label says "Wheat Flour," assume it's not *Whole Wheat*. The key-word on the bread label is "Whole."

Milk

- Fluid milk must be offered at breakfast and lunch and may be served as one of the two required components for snack.
- Fluid milk means pasteurized fluid unflavored or flavored skim milk, low fat milk, whole milk, or cultured buttermilk, all of which must meet State and Local standards.
- May be served as a beverage and/or poured over cereal.
- If fruit juice is served for snack, fluid milk may not be served as the only other component.
- Flavored milks are considered high sugar items.

Section 7.4: Types of Meal Service

Meals claimed under the CACFP must be consumed at the adult care facility and may be served traditional-style or family-style.

Traditional-Style

Under this method of meal service, meals are portioned or pre-plated to meet the minimum meal pattern requirement for each participant. The minimum portion of each required food component must be served to the participant all at once. Sponsors who ration out small portions of each food component because of the possibility of spillage or food waste do not meet CACFP requirements and will result in disallowing the meal(s).

Family-Style

This method of meal service requires that sufficient amounts of each food component be placed on the table to provide the required minimum portions for all the participants at the table. This should also accommodate Program staff supervising the meal service if they eat with the participants. Participating staff must assume an active responsibility in offering the participant the full required minimum portion of each food component.

Section 7.5: Requirements of Meal Service

Allowable Meals

The following meals/snacks may be claimed for reimbursement:

MEALS	SNACKS	MEALS AND SNACK REIMBURSEMENT IS LIMITED TO
<ul style="list-style-type: none"> • Breakfast • Lunch • Supper 	<ul style="list-style-type: none"> • AM Snack • PM Snack • Night Snack 	<p>Two Meals and One Snack or Two Snacks and One Meal or Three Snacks, Per Participant Per Day</p>

Meal Times

When planning meals, sponsors should keep in mind the food needs of participants, their ages, time of their arrival, and length of stay at the center.

Meals must be served within the customary meal times and within the claimable duration of food service. The CACFP defines customary meal time as the “normal” time when a meal is served. For example, breakfast should not be served at 10am. If participants arrive at this hour, they should be served an AM snack.

Meals claimed for reimbursement should be served within the customary meal times not exceeding the claimable duration of food service allowed as indicated below:

Meal Type	Customary Meal Times	Claimable Duration of Food Service
Breakfast	6am-9am	1 ½ hours
AM Snack	Between B & L	1 hour
Lunch	11am-1pm	2 hours
PM Snack	Between L & S	1 hour
Supper	5pm-7pm	2 hours
Night Snack	After 7pm	1 hour
ANY DEVIATION FROM THIS SCHEDULE REQUIRES WRITTEN APPROVAL FROM CACFP		

Meals should be scheduled far enough apart so the participant has an appetite for the next meal. The CACFP requires a minimum of a two-hour span between the beginnings of each meal. The following are examples of claimable meal times. Note the two-hour span between the start of each meal:

Meal Type	Meal Times Example I	Meal Times Example II	Meal Times Example III
Breakfast	7-8:30am	8-9am	6-7:30am
AM Snack	9-10am	10-10:30am	9-9:30am
Lunch	11am-1pm	12-1pm	11am-12pm
PM Snack	2-3pm	2-2:30pm	1:30-2:30pm
Supper	5-7pm	5-6:30pm	5-6pm

Section 7.6: Types of Meal Preparation

The type of meal preparation a sponsor chooses depends on their own operations, type of menu, availability of food service equipment, food preparation space, staffing, budget, and other factors.

On-Site Preparation

Meals are prepared and served at the same site. This is the most economical method if the facility has a full kitchen, proper food preparation equipment, and available staff. Meals prepared on-site must be inspected by the county's "Environmental Health Services Department." The current and valid kitchen permit must be available for ADE, USDA, or independent auditors.

Contract With a School Food Service Provider

Food service systems where a public or private nonprofit school provides meals that meet CACFP requirements to a day care facility. CACFP sponsors who contract with a school food service provider that participates in the National School Lunch Program or the National School Breakfast Program may substitute the meal pattern requirements of those Programs for the meal pattern requirements of the CACFP.

A copy of the standard school food service provider contract is available upon request from ADE. A sponsor who enters into a written agreement or contract with a school food service provider does not relieve itself from the responsibilities of Program compliance. A copy of the signed contract must be submitted prior to Program operations and reimbursement of meals.

Contract With a Food Service Vendor

The sponsor enters into a written agreement or contract with the food service vendor to provide meals that meet CACFP requirements. A copy of the standard food service vendor contract is available upon request from ADE. Signing a contract with a food service vendor does not relieve the sponsor from the responsibilities of Program compliance. A copy of the signed contract must be submitted prior to Program operations and reimbursement of meals. ADE is not responsible for any agreement the provider has with a food service vendor.

Section 7.7: Requirements of Meal Preparation

Menus

The CACFP requires that menus posted at adult care facilities must indicate the required components that meet the meal pattern requirements, including limiting high fat items and high sugar items to two times per week. The menus must be posted in an area accessible to the public, appropriately dated, and include the required non-discrimination statement (refer to Chapter 6, section 2). To assist with meal planning, menus should be planned at least two weeks in advance. Consider the following when planning menus:

- **Costs** – ADE requires that 50% of your reimbursement be spent solely on food purchases (excluding fuel cost, supplies, or contract fees from distributors). Purchase fresh fruits/vegetables that are in season. Fresh produce tends to be more expensive if bought when not in abundance. Purchase more frozen produce than canned items. Frozen produce is harvested at the peak of the season, providing better quality produce.
- **Variety** – Prepare a food item in different ways. Instead of serving mashed potatoes, try preparing scalloped or oven-baked potatoes. Serve foods with a variety of color, texture, flavor and temperature. This will make the food more appealing to the participants.
- **Dietary Guidelines** - Following the guidelines will assist in planning healthier meals.
- **Staff** – Take into account the employee who prepares the meals, their experience and skill in planning and preparing meals.

A cycle menu is a series of menus that are used repeatedly over a designated period of time. If using a cycle menu, the CACFP requires a four-week cycle at the minimum with no repeating entrées. Cycle menus must be dated to correspond with production worksheets. Sample cycle menus can be found on ADE's CACFP website at: <http://www.ade.state.az.us/health-safety/cnp/cacfp/5-WeekCycleMenu/>. The following is an example of a four-week cycle menu:

Menu 1 of 4			Date: _____		
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Grain/Bread	Whole Wheat Toast	Pancakes	Oatmeal	Wheaties	Raisin Bagel
Fruit/Veggie	Nectarines	Applesauce	Blueberries	Strawberries	Banana
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
Lunch	HM Chili Mac	Spaghetti	Chicken Soft Tacos	Hamburger	Turkey Sandwich
Grain/Bread	Macaroni	Spaghetti	Flour Tortillas	Whole Wheat Bun	Whole Wheat Bread
Meat/Meat Alt.	Ground Turkey/Cheese	HM Meat Sauce	Shredded Chicken	Ground Beef Patty	Turkey
Fruit/Veggie #1	Kidney Beans	Broccoli	Lettuce/Tomato	Mashed Potatoes	Corn
Fruit/Veggie #2	Apple Wedges	Peaches	Orange	Grapes	Watermelon
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
AM Snack	Ants on a Log	Cheese Quesadilla			
Select 2 components	Celery/Raisins	Flour Tortilla	Rolled Turkey	Cucumber Slices	Yogurt
	Peanut Butter	Cheese	Carrots	Whole Wheat Toast	Granola
PM Snack					
Select 2 components	Breadsticks	Chocolate chip cookie	Tomato Soup	Hard Boiled Egg	String Cheese
	Marinara Sauce	Milk	Macaroni Noodles	Cranberry Juice	Cantaloupe

Menu 2 of 4

Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		Omelet	Yogurt w/		
Grain/Bread	Waffles	Whole Wheat Toast	Granola	Cheerios	WW English Muffin
Fruit/Veggie	Fresh fruit berry blend(strawberries, blueberries, raspberries)	Red, Green Peppers/Salsa	Raspberries	Banana	Oranges
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
Lunch	HM Chicken Stir Fry	HM Pepperoni Pizza	Tuna Casserole	Chicken Quesadillas	Baked Ham
Grain/Bread	Brown Rice	Pizza Crust	Egg Noodles	Flour Tortilla	Whole Wheat Roll
Meat/Meat Alt.	Chicken	Cheese/Pepperoni	Tuna	Chicken/Cheese	Ham
Fruit/Veggie #1	Broccoli/Red Peppers	Pizza Sauce	Peas/Celery	Pinto beans	Green Beans
Fruit/Veggie #2	Baked apples	Pineapple	Pears	Mango	Strawberries
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
AM Snack					
Select 2 components	Grapes	HM french fries	Biscuit with Jelly	Pineapple	Cucumber
	Pretzels	Chili	Milk	Cottage Cheese	Bagel
PM Snack					
Select 2 components	Tuna Salad	Bean Burrito	Kiwi	English Muffin	Cheese
	Pita pocket	Apple Juice	String Cheese	blueberries	Crackers - Saltines

Menu 3 of 4

Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Grain/Bread	WW Bagel	Kix Cereal	Pancakes	Oatmeal w/ Raisins	Flour Tortilla
Fruit/Veggie	Apricots	Grapes	Blueberries	Strawberries	Baked apples
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
Lunch	HM Chicken Soup	Fish Sticks	Bean Burrito	Baked Chicken	Sloppy Joes
Grain/Bread	Rice	Breading	Flour Tortilla	Whole Wheat Roll	Hamburger Bun
Meat/Meat Alt.	Chicken	Fish (white)	Refried Beans/Cheese	Chicken	Ground Turkey
Fruit/Veggie #1	Celery/Carrots/Potatoes	Corn	Salsa	BBQ Beans	Tomato Sauce
Fruit/Veggie #2	Grapes	Mandarin Oranges	Mixed Fruit	Applesauce	Banana
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
AM Snack					
Select 2 components	Carrots	Waffle	Baked Potato	Fruit Skewers	Cottage cheese
	Brown Rice	Melon	Shredded Cheese	yogurt	peaches
PM Snack					
Select 2 components	Turkey/Ham	Wheat Thins	Bran Muffin	Granola Bar	Breadsticks
	Whole Wheat Bread	String cheese	Milk	Cranberry Juice	Marinara sauce

Menu 4 of 4

Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Breakfast Burrito (Egg/Cheese)				
Grain/Bread	Flour Tortilla	WW Toast w/ Peanut Butter	Shredded Wheat	WW English Muffin	Waffles
Fruit/Veggie	Potato/Salsa/Peppers	Pears	Strawberries	Cantaloupe	Raspberries
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
Lunch	Turkey Dinner	Chicken Nuggets	Vegetable Lasagna	Chili	Bagel Sandwich
Grain/Bread	Dinner Roll	Breading	noodles	Corn Bread	WW Bagel
Meat/Meat Alt.	Turkey w/ Gravy	Chicken (white meat)	Beef and cheese	Ground Turkey	Ham/Cheese
Fruit/Veggie #1	Corn/Mashed Potatoes	HM French Fries	Tomato Sauce/ broccoli/Carrots	Kidney Beans	Lettuce/Tomato
Fruit/Veggie #2	Fruit Salad	Plum	Grapes	Pineapple	Green Apple
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
AM Snack					
Select 2 components	Mango	Bagel w/cream cheese	Cottage Cheese	Tortilla	Hard Boiled Egg
	Crackers	banana	Peaches	Peanut Butter	Oranges
PM Snack			Grilled Cheese		
Select 2 components	WW bread	Cranberry Muffin	WW Bread	Breadstick	Corn Bread
	Chicken salad	Milk	Cheese	Apple Juice	Carrots

All juices served are 100% fruit juice.
This institution is an equal opportunity provider.

Changes made to the menu due to seasonal changes or food substitutions must be noted on the menu or cycle menu, and the appropriate calculation adjustments must be made on the corresponding production worksheet. Menu plans must be dated and posted in a public place (i.e. bulletin boards). Menu substitutions must be documented. For further information on menu planning please refer to the *CACFP Creditable Foods Guide* and the *CACFP Simplified Buying Guide*. To obtain a copy of either guide, go to: <http://www.ade.az.gov/health-safety/cnp/cacfp/child/Interest.asp>.

Production Worksheets

Production worksheets are used to ensure that sufficient amounts of food are prepared for the number of participants claimed and staff served. Production worksheets should be completed in advance, prior to meal preparation, and used as a tool to:

- Plan for the amount of food needed
- Be used as a food purchase list
- Record actual amounts of food used

Refer to Chapter 5 for more information regarding production worksheets.

Section 7.8: Food Substitutions/Modifications

Meals served to participants and claimed for reimbursement must meet the meal pattern requirements (See Section 7.1: Meal Component Requirements). Food substitutions or modifications may be made if a participant is unable to consume foods as listed in the meal pattern due to medical reasons or other special dietary needs. Meals containing substitutions because of medical or special dietary needs may be claimed only when supported by a statement from a recognized medical authority. A recognized medical authority may include, but is not limited to, a medical physician (MD), registered nurse (RN), or registered dietitian (RD). The medical statement must include a list of recommended food substitutes or alternatives and the food(s) to be omitted from the participant's diet. Medical statements for food substitution(s) must be maintained on file at the site (Note: Prescription pads are acceptable in lieu of the medical statement as long as it contains all the required information). The following is a CACFP Medical Statement. This statement is available at:

<http://www.ade.az.gov/health-safety/cnp/cacfp/adult/>.

**CHILD & ADULT CARE FOOD PROGRAM
MEDICAL STATEMENT FOR PARTICIPANTS REQUIRING FOOD SUBSTITUTIONS**

Name of Participant:	Participant Telephone Number:	
Name of Center:	Telephone Number of Center:	
Address of Center:		
Dear Parent/Guardian:		
<p>This day care center participates in the Child and Adult Care Food Program (CACFP) and must serve meals and snacks meeting the CACFP requirements. Food substitutions may be made only when supported by a recognized medical authority. A recognized medical authority may include, but is not limited to a medical physician, registered nurse, or registered dietitian. The recognized medical authority must specify, in writing, an indication of the medical or other special dietary condition which restricts the participant's diet; the food to be omitted and the food or choice of foods that may be substituted. Please have a medical authority complete and sign this form. Return it to the center director upon completion.</p>		
1. Identify the medical or special dietary condition which restricts the participants diet:		
<p>The participant has the following <u>disability</u> as defined under Section 504 of the Rehabilitation Act or Part B of IDEA which requires food substitutions:</p> <p>_____</p> <p>_____</p> <p>The participant has the following <u>food allergy</u> that may result in a severe, life-threatening (anaphylactic) reaction which therefore meets the definition of a disability and requires food substitutions:</p> <p>_____</p> <p>_____</p> <p>The participant has the following <u>food intolerance</u> which does not meet the definition of a disability but it is preferred that certain foods be avoided:</p> <p>_____</p> <p>_____</p>		
2. Explain why the disability restricts the diet and the major life activity affected by the disability:		
<p>_____</p> <p>_____</p> <p><input type="checkbox"/> N/A Participant is not disabled</p>		
3. List the food or foods to be omitted from the diet and the food or foods that are to be substituted:		
Foods to be omitted	Allowable Substitutions	Additional instructions, requirements, or modifications (such as special equipment, texture, thickness, etc.)
4. Certify that the participant must be provided the special diet or accommodations indicated above:		
Printed Name	Title	
Signature	Date	

Individuals with food allergies or intolerances do not have a disability as defined under 7 CFR 15b.3 of the USDA's nondiscrimination regulations. Institutions are *strongly* encouraged but not required to make substitutions for food allergies and intolerances. If the participant provides the substitution, then that participant's meal(s) is not reimbursable. However, when food allergies may result in severe, life-threatening (anaphylactic) reactions, the participant's condition does meet the definition of *disability*, and the substitutions *must* be made. Documentation regarding the participant's disability and modifications required must be provided by a **licensed physician** and maintained in files on site. For additional information regarding food allergies visit:

http://healthymeals.nal.usda.gov/nal_display/index.php?tax_level=1&info_center=14&tax_subject=264

Food substitutions due to personal preferences (i.e. vegetarian) may be made if the food substitution(s) meet the meal pattern requirements (i.e. component and portion size). Substitutions must be documented and maintained on file.

If substitutions do not meet the meal pattern, that meal cannot be claimed for reimbursement. For example, a participant requests that they receive soy milk instead of cow's milk at all meals. That meal is only reimbursable if a medical statement is signed by a medical authority and kept on file, and the center supplies the soy milk. If a medical statement signed by a medical authority is not on file and/or if the participant provides the soy milk, then all meals served to that participant may not be claimed for reimbursement.

ADE may approve variations in meal patterns to meet religious needs. If a center wants to serve meals that vary from USDA Meal Patterns, you must submit a written alternate meal pattern with justification for approval.

- Current approved meal pattern exemptions for Jewish schools, institutions, and Sponsors may be downloaded at http://healthymeals.nal.usda.gov/hsmrs/Special_Diets_jewish_for_print.htm.
- Current meal pattern exemptions for Seventh Day Adventist schools, institutions, and Sponsors may be downloaded at http://healthymeals.nal.usda.gov/hsmrs/Special_Diets_adventist_for_print.htm.

Substitutions that can be made without deviating from the required meal pattern may be made at any time and does not require a medical statement signed by a medical authority.

7.9: Food Safety

Food scares such as *E. coli* have heightened interest in food traceability. The capability of tracing the origin of food increases the possibility of legal remedy and compensation in the case of a food safety incident. You can review FDA Recalls for the last 60 days at <http://www.fda.gov/opacom/7alerts.html>

The very best defense in the case of a food borne illness complaint is a documented food temperature log of potentially hazardous foods. Use thermometers to check food temperatures prior to serving any hot or cold item. Record the time and temperatures on a Food Temperature Log. The 2005 FDA Food Code requires that:

- Cold food must be kept at or below 40°F until served
- Hot food must be kept at or above 140°F until served
- Thermometers must be in both the refrigerator and freezer
- All stored foods must be sealed, labeled, and dated for all items not in original containers

Required Food Safety Certifications

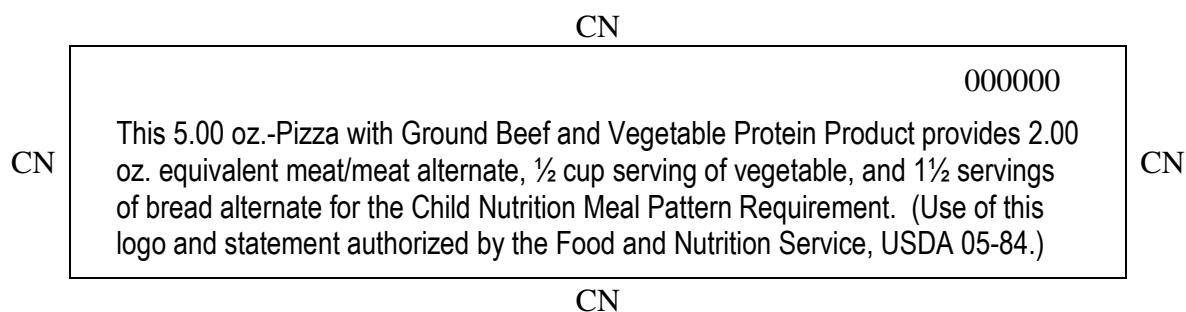
- Each county in Arizona sets its own requirements for food safety certifications. Ensure your center meets your county requirements and has the following:
 - Food Safety Manager
 - Food Handlers Card

Section 7.10: Convenience Foods

Processed foods, commercial products, or convenience foods such as breaded meat products, frozen pizza, or other combination foods that are served to meet more than one component must have a CN-label. The CN-label contains a statement that clearly identifies the contribution the product makes toward the meal pattern requirements. A product analysis sheet signed by the food manufacturer must be obtained if the convenience food does not have a CN-label. The product analysis sheet must state the amount it contributes toward the meal pattern requirements. If a CN label or product analysis sheet is not available, then that item cannot be claimed for reimbursement and should be replaced with a creditable entrée. All documentation regarding convenience foods must be maintained on file. If no information is available at the time of an audit or review, meals containing the convenience food(s) may be disallowed. The following is a sample of a Product Analysis sheet and CN Label:

PRODUCT ANALYSIS DATA	
PRODUCT NAME:	Chicken Nuggets XXXX
PRODUCT CODE:	00000
PACK:	12 - 4 LB. BAGS
NET WT.:	48 LBS.
VARIETY(IES) OF MEAT USED IN PRODUCT: CHICKEN BREAST INCLUDING RIB MEAT AND THIGH MEAT	
TOTAL WEIGHT OF UNCOOKED PRODUCT: .72 OZ.	
WEIGHT OF RAW MEAT: .44437 OZ.	
PERCENT FAT OF RAW MEAT: 8-20%	
WEIGHT OF DRY VPP: N/A	
WEIGHT OF HYDRATED VPP: N/A	
WEIGHT OF RAW MEAT AND HYDRATED VPP: N/A	
PERCENT VPP (ON A FULLY HYDRATED BASIS REPLACING RAW MEAT): N/A	
WEIGHT OF DRY WHOLE EGG: N/A	
WEIGHT OF OTHER MEAT PORTION INGREDIENTS: .06643 OZ.	
WEIGHT OF BREADING (IF USED): .209 OZ.	
TOTAL WEIGHT OF READY TO COOK PRODUCT: .72 OZ.	
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE MEAT PRODUCT (ONE NUGGET, READY FOR COOKING), CONTAINS <u>.31 OUNCES</u> OF COOKED <u>LEAN MEAT/MEAT ALTERNATE</u> WHEN PREPARED ACCORDING TO DIRECTIONS.	
_____ COMPANY OFFICIAL'S SIGNATURE	_____ TITLE
_____ COMPANY	_____ DATE

Sample

Sample CN Label

Some common items that require a CN label are:

- Chicken patties/nuggets
- Cheese or meat pizzas
- Beef, cheese, or bean burritos
- Egg rolls
- Breaded fish sticks
- Corn dogs

For further information on documenting convenience foods, please refer to the *CACFP Creditable Foods Guide* at <http://www.ade.state.az.us/health-safety/cnp/cacfp/child/CreditableFoodsGuide-2006.pdf>